

# **LBNL – PROCUREMENT STANDARD PRACTICES**

**Section 1 General Policies**

**Subject: 1.1 Policies and Procedures – General**

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**PURPOSE:** The purpose of this Procurement Standard Practice (SP) is to describe the process by which Laboratory Procurement SPs will be administered and maintained.

**POLICY:** Laboratory Procurement Standard Practices comprise the approved procurement system to be used at Lawrence Berkeley National Laboratory (LBNL) for its procurements. The SPs are established with the concurrence of the Laboratory Management Office (UCLMO) of the University of California (UC) and approved by the Department of Energy (DOE) Contracting Officer.

The SPs reflect Prime Contract requirements and current regulations, requirements, and approvals implemented under the Prime Contract between the DOE and UC. DOE approval of this system is also based upon use of best value and other special acquisition practices authorized by the DOE Contracting Officer and implemented by the Laboratory.

Because of the special requirements associated with the expenditure of federal funds, the procurement system is separate and distinct from that employed by UC non-DOE laboratory entities (i.e., campuses and medical centers).

**SCOPE:** The policy and procedures contained in SPs apply to all Laboratory procurement activities except as otherwise stated in the SPs or formally exempted in writing by the DOE Contracting Officer.

## **ADMINISTRATION:**

### **Procurement Standard Practice Maintenance**

All SPs shall be developed, administered and maintained under the direction of the Procurement and Property Management Department (PPMD) Manager in accordance with current requirements. The SPs may address various aspects related to the Laboratory's organizational requirements, as appropriate.

### **Processing Changes to Procurement Standard Practices**

The PPMD Manager shall take necessary action to initiate proposed SP changes, including the development of new SPs. Once internal Laboratory coordination has been completed, PPMD shall provide draft SPs to UCLMO to review for:

- Currency and compliance with Prime Contract requirements, DOE guidance, and applicable regulations;
- Adequate coverage of subject matter and clarity of instructions; and
- Use of standard style and format.

UCLMO will provide PPMD with feedback regarding new SPs and changes to existing SPs, and will send this input to PPMD

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via e-mail. UCLMO will also indicate its concurrence with proposed new or changed SPs by e-mail.

When PPMD receives UCLMO concurrence on final SP drafts, PPMD shall forward both marked-up and as-revised versions of the SPs to the DOE Contracting Officer for review and approval.

### **Posting of Procurement Standard Practices**

When the DOE Contracting Officer has approved the proposed changes or new SPs in writing, PPMD will send UCLMO a copy of DOE's approval.

PPMD will then post the new or changed SPs electronically into the "LBNL Procurement Standard Practices Manual", which is accessible from the Reference Library on PPMD's website (<http://procurement.lbl.gov/>)

Following posting, PPMD will distribute a copy of the posted SPs to all PPMD procurement personnel, UCLMO, the DOE contracting officer, and procurement policy representatives from the Livermore and Los Alamos National Laboratories.

### **Variances and Modifications**

Variances from any SP, other than those circumstances expressly authorized herein, may be made only when authorized in writing by the DOE Contracting Officer. Modifications to SPs by means other than those described in this SP are not authorized.

## **REVIEWS/APPROVALS:**

### **UCLMO Review**

All SPs are subject to UCLMO review and concurrence prior to submission to the DOE Contracting Officer for approval.

### **DOE Approval**

All SPs are subject to DOE Contracting Officer approval.

## **REFERENCES:**

Prime Contract Clause I.114 - Contractor Purchasing System (Deviation)